DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. CII31
Page 1 of 4

Agency

Cecil County Government

Division/Unit
Senior Services and Community Transit

ltem	Descrip	tion	Retention
No.			
	This series includes general senior c care services and activities, support grant documents, and Medicaid wai		
	Changes in records format will not rethe retention schedule. However, she records series be altered, the schedule such changes.		
	Each agency will use all or some of are governed by the indicated retention		
1	SENIOR CARE RECORDS General Senior Care Programs Rec A. Senior Care Program B. Senior Assisted Living Grou C. Long Term Care – Ombudst D. National Family Caregiver E. Senior Care, SALGHS, and Center(HLFC): Client Reco F. Client Intake Form G. Senior Information and Assi Insurance Program	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy.	
	H. Guardianship: Client Recor		Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for four (4) years after guardianship ends then destroy
	(Contine	ueu)	guardianship ends men destroy.
	pproved by Department, Agency,	Schedule Authorized by Sta	ate Archivist
Date	Representative	Date 8 March	2011
Signature			
∠ Typed Nam	ne <u>Scott Mesneak</u>	Signature	Ic/ genfu
Title <u>IT</u>	& Records Retention Director		

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. CI131

Page 2 of 4

Agency
Cecil County Government

Division/Unit
Senior Services and Community Transit

Retention
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from the end of the fiscal year the file was closed then destroy.
Retain hard copy for seven (7) years from the end of the fiscal year the file was closed then destroy.
Retain for seven (7) years from the end of the fiscal year the file was closed then destroy.
Scan original and verify image. Retain hard and imaged copy permanently and transfer hard and image copy every 5 years to Archives.
Retain for three (3) years after client is deceased then destroy.
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy.
s tl F ()

DGS 550-1A

DEPARTMENT OF GENERAL SERVICES

Schedule No.

RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

C1131 Page 3 of 4

Agency

Cecil County Government

Division/Unit
Senior Services and Community Transit

Item	Description	Retention
No.	Description	iverelition.
3	H. Transportation	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from the end of the fiscal year the file was closed then destroy.
	Support Services A. Support Services – Retired & Senior Volunteer Program	Datain hand annumit
	 A. Support Services – Retired & Senior Volunteer Program (RSVP): Grant Records B. Volunteer Program C. Support Services – Transportation D. Support Services – Legal Assistance 	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy.
4	E. Support Services – Long Term Care Supervisor	Retain hard copy until scanned and image verified then destroy hard copy. Retain image until client file is closed out then destroy.
4	Service Records	
	A. Preventative Health – Medication management, nutrition, counseling, nutrition education, fitness: Service Records B. Home Delivery Meals and Congregate Meals: Service Records	Retain hard copy for four (4) years from the end of the fiscal year the file was closed then destroy.
5	Grant Documents	
J	A. Congregate Nutrition Services: Grant Documents B. Congregate Meals: Grant Documents	Retain hard copy for four (4) years from the end of the fiscal year the file was closed then destroy.
	C. Home Delivery Meals: Grant Documents	Retain hard copy for three (3) years from the end of the fiscal year the file was closed then destroy.
DGS 550-1	A	

DEPARTMENT OF GENERAL SERVICES

Schedule No.

RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

C1131 Page 4 of 4

Agency
Cecil County Government

Division/Unit
Senior Services and Community Transit

CE	ecii County Government S	Senior Services and Community Transit			
item No.	Description	Retention			
6	Medicaid Waiver	Retain hard copy for six (6)			
	A. Medicaid Waiver	years from the end of the			
	B. Medicaid Waiver: Client Records	fiscal year the file was closed then destroy.			
		•			
		·			
DGS 550	144				

DGS 550-1A

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Caregiver: Electronic Records 6. Record Series Description (Briefly describe the types of information/do There are encrypted comprehensive assess	Jessup, Maryland 2079 410-799-1930 2. Division ated records normally filed and used as			t for reference 5. Earllest You 2001	ear/Latest Year to	
eligibility. Also statistical reports.				·		
7. Record Series Format(s) List all Letter Size		Record Series Seri		9: Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) I0. Annual Accumulation File Drawer(s) Microfilm Reel(s) Other (specify) Computer Tape(s) Number Other (specify)		
■ Daily □ Weekly. □ Monthly, □ Annual	lly		7 Number		donth(s) ■ Year(s)	
13. Current Location(s) (Bidg., Floor, Room) SSCT Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) U Yes No		a .	14. Is Record Serie Yes 18. Audit Require None	•	sewhere? (If yes, specify agency or office.) No Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	ulrėments			seven	(7) years from the end of the was closed then destroy.	
19. Namé and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephane Numbe 410-996		21. Date	9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of related the Record Series Title Client Intake Form	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-789-1830 2. Division			SION		
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. In Registration Forms required for each senior center participant, hom member and transportation system. Demographic information collection information Release Form included in the form. Information updated statewide database for MDoA			delivered mea	al recipien s and Nu	it, home shopping client, splashing senior trition Screening, Voter Registration and	
7. Record Series Format(s) List all Letter SIze		Alphabetical Numerical Chronological Geographical Other (specify)	j)	9: Valume Number 10. Annual A	■ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) ccumulation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) ■ Other (specify) AIM Database	
Dally Weekly. Cl Monthly. Annua 13. Current Location(s) (Bldg., Floor, Roam) SSCT File 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	lly		3 Number 14. Is Record Series Yes 16. Audit Require	s Duplicated Ele	of the following of th	
17. Is an Index System used? If yes, explain briefly and describe report of the second of the secon	tilirements	20. Telephone Numb 410-99	destroy had years from then destro	d copy u rd copy the end	Intil scanned and image verified then Retain imaged copy for three (3) I of the fiscal year the file was closed 9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Apency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Congregate Meals: Grant Documents 6. Record Series Description (Briefly describe the types of information/doc Congregate Meal grant documents are stored	410-79 2. Division. ad records normally filed at	GEMENT DIVISION OF THE PROPERTY OF THE PROPERT	PAGE 1 OF 1 3. Unit it for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 1989 to 2010 ction of the series.)		
7. Record Series Format(s) List all Letter Size	B. Record Series Se Alphabetical Numerical Chronological Geographical Other (specify Keyword	quence	9. Volume Number	File.Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used Dally		4 Number	s Duplicated Els	□ Computer Tape(s) □ 'Other (specify) Jonth(s) ■ Year(s) Sewhere? (If yes, specify agency or office:) Treasurer's Office No	
17. Is an Index System used? If yes, explain briefly and describe required. □ Yes ■ No 19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Numb	the fiscal y	ed Retention	for four (4) years from the end of e file was closed then destroy. 9/10/2010	

Instructions –Type or Print a separate form for	DEP/	ARTMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward			SEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo Ro	oad, P.O. Box 27	' 5	PAGE1OF1
		Jessup, Mar	yland 20794		- TAGE OF
Department/Agency	·2. Division	410-79	9-1930	-	3. Unit
Senior Services and Community Transit	2, 01/13/01/				3. One
DEFINITION - RECORD SERIES: A group of relat	ed records	normally filed ar	nd used as a uni		
4. Record Series Title Congregate Nutrition Services: Grant Docum	ents				ear/Latest Year
				1908	9 ₋₁₀ <u>2010</u>
6. Record Series Description (Briefly describe the types of Information/do	cuments/forms f	ound in the series. Incl	ude the purpose or fund	tion of the serie	es.)
Congregate Meal grant documents are store	d in the S	SCT Budget A	ssistant's offic	e and in t	he Treasurer's Office.
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9: Volume	□ File Drawer(s)
■ Letter Size '□ Microfilm		 Alphabetical 			Microfilm Reel(s)
□ Legal Size □ Computer Tape		D Numerical		Number	Computer Tage(s)
				rvuitoei	Other (specify)
□ Audio Tape □ Floppy Disk		□ Chronological			
🗆 Bound Book 💢 Video Tape		 Geographical 		10. Annual À	·
□ Other (specify)		Other (specify	i		□ File Drawer(s)
}		Keyword	Keyword Lookup		다 Microfilm Reel(s)
·					্ Computer Tape(s)
·				Number	☐ Other (specify)
11. File is Used			12. File Become	s Inactive After	
□ Dally □ Weekly ■ Monthly □ Annua	llez:		4		(anth/a) M. Vaar(a)
a bany. a weekly.	"Y		Number		/lonth(s) ■ Year(s)
		•			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
SSCT Budget Assistant's Office			Treasurer's Office		
			■· 185	u	NU .
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Reguln	ements	
					- 5 to 1
□ Yes ■ No			□ None	■ State	□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe req	ulrements		18. Recommended Retention		
□ .Yes ■ No					for four (4) years from the end of
			the fiscal	year th	e file was closed then destroy.
	· ·		L	T	
19. Name and Title of Preparer		20. Telephone Numb	oer _.	21. Date	
Scott Mesneak IT & Records Retention Director		410-99	6-5205		9/10/2010
i a Recolus Retention Director					
į	,			1	

Instructions –Type or Print a separate form for	DEPA	ARTMENT OF G	SENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Ro	ad, P.O. Box 275		PAGE 1 OF 1	
		Jessup, Mar	yland 20794		- NGE OF	
Department/Agency	:2. Division	410-79	9-1930		3. Unit	
Senior Services and Community Transit						
	ŀ					
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.	
Fiscal Reports				· .		
				200-	1 to 2010	
6. Record Series Description (Briefly describe the types of information/doc			• •		·	
File includes: Senior Care Program Financial Form, MTA Form 2A-Service Performance Summary, Form 9-Operating Budget Summary, Caregiver Fiscal and Statistical Data, MD Dept. of Transportation Request for Payment, MD Dept. of Aging Senior Assisted Home						
Subsidy Report, MD Dept. of Aging Standard						
Request for Funds, Medicaid Waiver Adminis	strative Pe	rsonnel Billing	, and Area Pla	in Summa	ary Budget reports and forms.	
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9. Volume	□ File.Drawer(s)	
					□ Microfilm Reel(s)	
■ Letter Size µ Mcrofilm		 Alphabetical 			•	
🗆 Legal Size 💢 Computer Tape		 Numerical 		Number	□ Computer Tape(s)	
□ Audio Tape □ Floppy Disk		□ Chronological			a Other (specify)	
🗅 Bound Book 🗈 Video Tapë		☐ Geographical		10. Annual A	ccumulation D File Drawer(s)	
Other (specify)		Other (specify) :			
		Keyword	d Lookup.		D. Microfilm Reel(s)	
				Number	a. Computer Tape(s)	
					□ 'Other (specify)	
11. File is Used			12. File Become:	s Inactive After		
🗆 :Ďally 🗆 Weekly. 🔳 Monthly 🗀 Annual	ly		5	N	donth(s) e Year(s)	
			Number			
	<u> </u>					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
SSCT Office			□ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			1β. Audit Requirements			
ti Yes ■ No			□ None	■ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	ilrements		.18. Recommend	ed Retention		
□ Yes ■ No					ıntil scanned and image verified then	
					Retain imaged copy for five (5)	
			years from then destro		l of the fiscal year the file was closed	
			aleli desil (/y .		
19. Name and Title of Preparer		20: Telephone Numb	oer.	21. Date		
Scott Mesneak		410-99	6-5205		9/10/2010	
IT & Records Retention Director						

					AGENCY PEOCRES IN ENTORY
Instructions -Type or Print a separate form for	1		ENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward	1		SEMENT DIVISI		
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo Ro	oad, P.O. Box 27	5	PAGE. 1 OF 1
		Jessup, Man	-		
Department/Agency	2. Division	410-79	9-1830		3. Unit
Senior Services and Community Transit					
				1	
DEFINITION - RECORD SERIES: A group of relat	ed records	normally filed ar	nd used as a uni		
4. Record Series Title Guardianship: Client Records					ear/Latest Year
Guardianship. Client Records				1995	5 ₁₀ 2009
Record Series Description (Briefly describe the types of information/do	cuments/forms fo	ound in the series. Incl	ude the numase or fund	tion of the serie	sc)
A folder is created for each client (65 years of adult public guardianship review board, and a client (ward) are consistent with his/her wishes the law.	at includes co pertinent infor	urt documents mation in orde	, medical r to ensur	and financial information , progress notes, e that the decisions made on behalf of the	
7. Record Series Format(s) List all		8. Record Series Ser	quence	9. Volume	
j					□ File Drawer(s),
					Microfilm Real(s)
■ Letter Size '□ Microfilm		□ Alphabetical			Computer Tape(s)
□ Legal Size □ Computer Tape		 Numerical 		Number	- A
□ Audio Tape □ Floppy Disk		 Chronological 			Other (specify)
□ Bound Book □ Video Tape		.D Geographical		10. Annual A	Accumulation
D Other (specify)	■ Other (specify		ò		□ File Drawer(s)
		Keyword	Lookup;		Microfikn Reel(s)
			•		Computer Tape(s)
				Number	
					Cher (specify)
11. File is Used			12. File Become	s Inactive After	
■ Daily □ Weekly \ □ Monthly □ Annual	lly		4	_ a N	Aonth(s) 👜 Yéar(s)
,			Number		
,					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
SSCT Office			□ Yes ■ No		
		i			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
i Yes ■ No			D. None	■ Cinta	D Fodoral D Indopondent
□ Yes ■ No			□ None	State	ci Federal ci Independent
17. Is an Index System used? If yes, explain briefly and describe req	ulrements		.18. Recommend		
□ Yes ■ No			then destr	oy hard	until scanned and image verified I copy. Retain imaged copy for four ardianship ends then destroy.
19. Name and Title of Preparer		20: Telephone Numb	ber	21. Date	
				Z I. Uate	9/10/2010
Scott Mesneak IT & Records Retention Director		410-99	w-02U0		9/10/2010

INSTRUCTIONS – Type or print a	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY	
separate form for each new/revised electronic record series. Forward with		ANAGEMENT DIVISION oo Road, P.O. Box 275	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	o, Maryland 20794 10) 799-1930	Page 1 of 1
COMMIC 14.10.04	<u>'</u>	10) 133-1330	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Senior Service	s and Community Transit	
	of related records store	d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITL	LE		5 EARLIEST YEAR/LATEST YEAR
Guardianship Program			
			1995 _{TO} 2010
6 INPUT - Identify source of information	n to be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper			t - IBM Content Manager
8 ELECTRONIC RECORD SERIES DES			n/documents/forms purpose and function of the system.
File includes: Do Not Resuscitate Order to		•	
Report to the Court Letter, Report Death t	to the Court Letter, R	eview Board Report, Statis	stical Data Report, Death Report to Court,
Rescinding Peg Tube Order, Rescinding Request Do Not Resuscitate, Physician R	Request Peg Tube Or	der, and Stop Peg Tube O	
9 POLICY ON ACCESS AND USE - EX	xplain or attach copy	if established in writing.	Market Control of the
Administration, Department Heads			cess. Managers and employees
with the "need to know" will have ((read), (print) and	(hold) access.	
SO SO SOUDITION			
10 UPDATING CYCLES OR CONDITION			
Updates are not allowed on the or replaced.	iginal documenτ;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MED	DIA OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usa		record's authorized life cyc	ole.
Cecil County Government Administration Record is available until the dispositions.		n record is nurged	
Newly is available until the dispo-	sai uale, and thei	rrecord is purged.	
12 RECOMMENDED RETENTION			
Scan original and verify image. Retain hard	and imaged copy pen	manently and transfer hard a	and image copy every 5 years to Archives.
13 TYPED OR PRINTED NAME OF	14 TELEPHOI		15 DATE
PREPARER	ia iac. ;	AC IAOMIDE!	10 DATE
Scott Mesneak	410)-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	on Director		
DGS 550-6			
DGG 330-0	I		

### RECORDS MANAGEMENT DIVISION 7275 Waterino Read, P.O. Box 275 Jessym Amphysical 20194 Jes	Instructions -Type or Print a separate form for	DEP/	ARTMENT OF C	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
Joseph Maryland 20794 Pack Of Services and Community Transit 2 criticis 3 Livit 3 Li							
Jesupy Maryland 20794 10-798-1920 3 Link 10-798-1920 3 Lin	with Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Ro	oad, P.O. Box 27	_{'5}	1 1	
Senior Services and Community Transit Deprint Tion - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. It records identity to the service of t			Jessup, Mar	yland 20794		PAGE Ur	
Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as wall as retention and disposition purposes. A Record Strict Stream Normality Accord Strict Services	1 Department/Agains	-2 Division	410-79	9-1930.			
EFRONTON RECORD SERIES - Agroup of related records normally filed and used as a unit for reference as well as retembon and disposition purposes.	· · · · · · · · · · · · · · · · · · ·	:2. Ulvision				3. Unit	
## Realth Promotion and Disease Prevention ## Record Series Decotors (Biffly Aventure field by your of information found in the series include the prisons or fundamental and Services Report ## Letter Size UM Anothr ## Lette	33.103 3.11 2.11 1.11 1.11				-		
Health Promotion and Disease Prevention 2006 2010		ed records	normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.	
E. Record Series Concretion (Methy describe me types of information/describeration resolution in the series. Include the purpose of Anciency of the series.) File includes Monitoring Questionnaire and Services Report 1. Feccind Series Sequence				_			
7. Record Select Formatity Let all B. Record Sense Sequence. B. Volume D. File Drawer(d)	Health Fromotion and Disease Frevention				2006 _{to} 2010		
7. Record Select Formatity Let all B. Record Sense Sequence. B. Volume D. File Drawer(d)	6. Record Series Description (Briefly describe the types of information/do	cuments/forms f	found in the series. Inc	iudė the purpose or func	tion of the serie	es.)·	
Litter Size Di Moroffin Di Aphabetical Di Aphabet	File includes Monitoring Questionnaire and Services Report						
Litter Size Di Moroffen Di Aphabetical Di Aphabet							
Litter Size Di Moroffin Di Aphabetical Di Aphabet							
Litter Size Di Moroffen Di Aphabetical Di Aphabet							
Letter Size U Modifin	7. Record Series Format(s) List all		8. Record Series Se	quence.	9: Volume		
Carporter Size			1		ĺ	File Drawer(s).	
Disparation	- Laboration (Additionally)		- Almbahatiasi			□ Microfilm Reek(s)	
D Audio Tape D Floopy Disk D Bound Book D Videa Tape D Cher (specify)	Letter Size U Micronitii		D Alphaoeicai			ា Computer Tape(s)	
D Audo Tape D Bould Book D Wide Tape D Other (specify) D Other (specify) D Weekly D Weekly	□ Legal Size □ Computer Tape		☐ Numerical	ļ	Number	C Other (sperify)	
Other (specify)	□ Audio Tape □ Floppy Disk		□ Chronological			u Grid (specify)	
Cother (specify)	🗅 Bound Book 🗈 Video Tape		.ci Geographical		10. Annual À	ecumulation	
Keyword Lookup:	D Other (specify)		Other (specific	٨			
11. File is Used 12. File Becomes inactive After 13. Current Location(s) (Bidg., Fluor, Roum) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 16. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Name and Title of Pieparer 19. Name and Title of Pieparer 20. Telephone Number. 21. Date 21. Date 27. Date	d Otter (specify)			ł		Microfilm Reel(s)	
12. File Becomes Inactive After 2 Number 2 Chief (specify)	}		,,	Coolep.		a Computer Tane(s)	
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13. Current Location(s) (Bildg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention 18. Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer 20. Telephone Number. 21. Date 27.					<u> </u>	Cther (specify)	
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 18. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Mesneak 410-996-5205 9/10/2010	11. File is Used				s Inactive After		
13. Current Location(s) (Bidg., Floor, Room) SSCT Office 14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Mesneak 410-996-5205 9/10/2010	□ Dalily, □ Weekly Monthly, □ Annua	ily		LI Montn(s)			
SSCT Office 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 410-996-5205 9/10/2010				Number			
SSCT Office 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 410-996-5205 9/10/2010		<u></u>					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number 21. Date 9/10/2010		t		14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 21. Date 9/10/2010	SSC1 Office	į		□ Yes 9 No			
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 21. Date 9/10/2010	i i	<u> </u>					
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 21. Date 9/10/2010	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			1β. Audit Requirements			
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 410-996-5205 9/10/2010	□ Yes ■. No	į.		■ None	□ State	□ Federal □ Independent	
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destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 21. Date 21. Date 29/10/2010	17. Is an Index System used? If yes, explain briefly and describe req	ulrements		.18. Recommended Retention			
destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer Scott Mesneak 20. Telephone Number. 21. Date 21. Date 29/10/2010	D Vac ■ Nn ·	1		Retain har	d copy ι	until scanned and image verified then	
19. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Mesneak 410-996-5205 9/10/2010	u 1003 – 140	1	ļ	destroy hai	rd copy.	. Retain imaged copy for three (3)	
19. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Meisneak 410-996-5205 9/10/2010						I of the fiscal year the file was closed	
Scott Mesneak 410-996-5205 9/10/2010				then destro) у		
Scott Mesneak 410-996-5205 9/10/2010	19. Name and Title of Preparer		20. Telephone Num	her	21. Date		
	·					9/10/2010	
				0-0200	l	0/10/2010	
			1				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION Ioo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY					
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessu	o, Maryland 20794 110) 799-1930	Page 1 of 1					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Cecil County Government	Senior Service	es and Community Transit	,					
	of related records store	ed electronically and used as a	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TIT	LE		5 EARLIEST YEAR/LATEST YEAR					
Healthy Lifestyle Fitness Center								
6 INPUT - Identify source of information	on to be entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Paper		Electronic Document	- IBM Content Manager					
8 ELECTRONIC RECORD SERIES DE			/documents/forms ourpose and function of the system.					
Release, Deposit, Blood Pressure Scre Medical Release and Waiver, Sign-In S	File includes: Application, Incident Reports, Photo Release, Assignment, Waiver and Release, Refund, Fitness Log, Medical Release, Deposit, Blood Pressure Screening Release, Medical Release for Cecil County Employees, Life Beyond Cancer Medical Release and Waiver, Sign-In Sheet, Arthritis Foundation Waiver and Application, Membership Application and Waiver Membership Reduced Rate forms and reports.							
9 POLICY ON ACCESS AND USE - E	Explain or attach copy if established in writing.							
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.								
10 UPDATING CYCLES OR CONDITION	ONS AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
Updates are not allowed on the or replaced.	riginal document;	if updates are needed	, the document needs to be					
11 SPECIFY THE LOCATION AND ME ensure the record's retention and us	DIA OF THE MAIN E ability throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to sle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.								
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then	destroy hard copy. Retain in	naged copy for three (3) years from th	e end of the fiscal year the file was closed then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Scott Mesneak	410	0-996-5205	9/10/2010					
16 TITLE OF PREPARER								
IT & Records Retent	ion Director							
DGS 550-6								

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Home Delivery Meals and Congregate Meals B. Record Series Description (Briefly describe the types of information/domated Information Management) - a state of the search week to the sea	s: Service Records cuments/forms found in the series. Include the purpose or function meals per person each time. Meal			t for refere 5. Earliest You 1998	ear/Latest Year 3 to 2010 75.)
7. Record Series Format(s) List all Letter Size		Alphabetical Numerical Geographical Geographical Keyword	12. File-Become 4. Nurriber 14. Is Record Serie 9 Yes: 18. Audit Regular	s Duplicated El-	File Drawer(s) Microfilm Reek(s) Computer Tape(s) Other (specify) Countilation File Drawer(s) Microfilm Reek(s) Other (specify) Other (specify) Abouth(s) Year(s) Sewhere? (If yes, specify agency or office.) No Federal Independent Office four (4) years from the end of
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone Numl 410-99		year the file was closed then destroy. 21. Date 9/10/2010	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Home Delivery Meals: Grant Documents 6. Record Series Description (Briefly describe the types of information/doc Home Delivered Meal grant fund documents	ocuments/forms found in the series. Include the purpase or fun			t for reference 5. Earliest Young 1980	par/Latest Year 10 to 2009 15.)	
7. Record Series Format(s) List all	8. Reco	ord Series Sec	quence.	9. Valume		
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bouñd Book ☐ Video Tape, ☐ Other (specify)	□ N □ G ■ C	□ Chronological □ Geographical ■ Other (specify) Keyword Lookup		8. Volume □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) Number □ Other (specify) □ File Drawer(s) □ Microfilm Reel(s) □ Microfilm Reel(s) □ Computer Tape(s) Number □ Computer Tape(s) Number □ Other (specify)		
SSCT Office			D Yes		No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No			16. Audi Requirements □ None ■ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requ	direments			rd copy	for three (3) years from the end the file was closed then destroy.	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20) Tele	ephone Numb		21. Date	9/10/2010	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			ICES:	AGENCY RECORDS INVENTORY
each new or revised record series. Forward			SEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo Ro	oad, P.O. Box 27	5	PAGE 1 OF 1
	ĺ	Jessup, Man 410-79	•		•
Department/Agency	2. Division	~19.5	3-1830		3. Unit
Senior Services and Community Transit	İ				
DEFINITION - RECORD SERIES: A group of relate	ed records	normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes.
Record Series Title Home Shopping Program					ear/Latest Year
Home Shopping Flogram				2006	5 _{to} 2010
6. Record Series Description (Briefly describe the types of information/doc			iode thë purpase or func	tion of the serie	2\$.)
File includes Cash Receipts Ledger and Spre	ad Sheet	S.			
7. Record Series Format(s) List all		8. Record Series Sec	quence.	9. Volume	
					□ File Drawer(s)
■ Letter Size ப Microfilm		□ Álphabetical			□ Microfilm Reel(s)
					☐ Computer Tape(s)
□ Legal Size □ Computer Tape	 Numerical 			Number	Other (specify)
□ Audio Tape □ Floppy Disk		 Chronological 			
□ Bound Book □ Video Tapè.		.□ Geographical		10. Annual Ä	
D Other (specify)		Other (specify	ò		□ File Orawer(s)
		Keyword	Lookup		ப ^{்,} Microfilm Reel(s)
		İ		Number	a Computer Tape(s)
		İ		Mullioer	□ Other (specify)
11. File is Used			12. File Become:	s Inactive After	
■ Dally, □ Weekly, □ Monthly, □ Annualh	¥		3	o N	donth(s) ■ Yéar(s)
		ļ	Number		
13. Current Location(s) (Bldg., Floor, Room) SSCT Office			14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)
SSC1 Office			□ Yes		No
			<u> </u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
□ Yes ■ No			a None	■ State	o Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recommend		the state of the s
□ Yes ■ Ņġ					until scanned and image verified then Retain imaged copy for three (3)
					d of the fiscal year the file was closed
			then destro		•
19. Name and Title of Preparer		20: Telephone Númt	har	21. Date	
Scott Mesnéák		410-99		21. Dans	9/10/2010
IT & Records Retention Director	,	410-00	0-0200		0.10.2010

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Long Term Care - Ombudsman Program 6. Record Series Description (Briefly describe the types of Information/docFile includes: Release of Records, Ombudsman	410-7 2. Division ed records normally filed a	GEMENT DIVISION OF THE PROPERTY OF THE PROPERT	t for refere 5. Earliest You 2003	ear/Latest year 3 to 2010 es.)
Certification forms and records.		, r.g, Ggu	omanage	y coocy yo, and resistante Electronia grand
7. Record Series Format(s) List all Letter Size	B. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) Keyword Lookup		9: Volume File Drawer(s) Microfilm Reel(s)	
11. File is Used ■ Daily □ Weekly. □ Monthly □ Annual 13. Current Location(s) (Bidg., Floor, Room) SSCT Office	ly	Number	s Duplicated El	Month(s) Year(s) Sewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No 17. Is an Index System used? If yes, explain briefly and describe requ	lirements		state d Retention	Pederal Independent. Intil scanned and image verified then
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone.Nur 410-99	destroy hard copy years from the en then destroy		Retain imaged copy for three (3) I of the fiscal year the file was closed 9/10/2010

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER				AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			5	PAGE OF			
	Jessup, Maryland 20794 410-799-1930							
1. Department/Agency	·2. Division	7,5 10	0.1000		3. Unit			
Senior Services and Community Transit								
	<u> </u>							
DEFINITION - RECORD SERIES: A group of relat	ed records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.			
Medicaid Waiver: Client Records								
				200	1 _{to} 2009			
6. Record Series Description (Briefly describe the types of information/do	cuments/forms fo	ound in the series. Incl	ude the purpose or fund	tion of the seri	PS.)			
A file is created for each client that includes case notes, medical information, comprehensive assessments, plans of care, initial application, advanced directives, incident reports, go day reviews, and other pertinent information that allows each eligible adult (50 years or older) to remain in the community rather then unnecessary institutionalization. Receiving medicaid benefits, also most of the client data is imputed into the medicaid waiver (web-based) training system. Provider (Medicaid Waiver Assisted Living Home) file that contains a copy of the application of medicaid waiver approved.								
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9. Volume				
					□ File.Drawer(s)			
					□ Microfilm Reel(s)			
■ Letter Size □ Microfilm		 Alphabetical 			□ Computer Tape(s)			
□ Legal Size □ Computer Tape		 Numerical 		Number	T. Other (coasie)			
□ Audio Tape □ Floppy Disk	□ Chronological				Other (specify)			
□ Bound Book □ Video Tape.	. Geographical			10. Annual A	ecomulation			
D Other (specify)	- Oibas (assas)		, ,		□ File Drawer(s)			
S GWS (Specify)	■ Other (specify) _ Keyword Lo				Microfilm Reel(s)			
		rto y,ir o, o	Cookup		□ Computer Tape(s)			
				Number	B compace repetal			
					Cther (specify)			
11. File is Used			12. File Become	s Inactive After				
■ Dally □ Weekly, □ Monthly □ Annua	ly		6	^	donth(s) Year(s)			
			Number					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)			
SSCT Office			□ Yeś ■ No					
	1							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	ements				
□ Yes ■ No	Ì		□ None	•				
1 103			2 11011		a macperaent			
17. Is an Index System used? If yes, explain briefly and describe requ	uirements		18. Recommend		f : 20\ f 11 1			
□ Yes ■ No					for six (6) years from the end of			
			the fiscal	year th	e file was closed then destroy.			
19. Name and Title of Preparer		20. Telephone Numb	per,	21. Date				
Scott Mesneak		410-99	6-5205		9/10/2010			
IT & Records Retention Director								

Instructions -Type or Print a separate form for	DEP/	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		CORDS MANAC			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27				4
(Bed 666-1)	Jessup, Maryland 20794			J	PAGE 1 OF 1
		410-79	_		
Department/Agency	·2. Division	4,010	Ģ 1030		3. Unit
Senior Services and Community Transit					
DEFINITION - RECORD SERIES: A group of relat	ed records	normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes.
Record Series Title					ear/Latest Year
Medicaid Waiver				2001	Ito 2010
6. Record Series Description (Briefly describe the types of information/do			* *		•
File includes Level of Care, Quarterly Review, F					
Eligibility Waiver Services, DEWS Verification/li Information, Certification of Technical/Medical E					
Consent, Plan of Care, Notice of Case Activity,	Medical A	dult Day Care F	Preauthorization	n, Preauth	orization for Environmental Adaptations &
Assistive Equipment, Client Care Notes, Client	Face Shee	t, Authorization	n to Participate,	and AER	S Evaluation forms and letters.
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9: Volume	□ File Drawer(s)
					a Tile Diawer(s)
					Microfilm Reel(s)
■ Letter Size. '□ Microfilm		☐ Alphabetical			Computer Tape(s)
□ Legal Size □ Computer Tape		☐ Numerical		Number	E Company rapers
- Audio Èssa					Other (specify)
□ Audlo Tape □ Floppy Disk	 Chronological 				
🗆 Bound Book 💢 Video Tape	□ Geographical			10. Amual À	ecumulation
Other (specify)	- Oibar (2000)				File Drawer(s)
a Córes (Shecila)	■ Other (specify)				் Microfilm Reel(s)
	Keyword Lo		Lookup		,
				Number	D_ Computer Tape(s)
				Namber	□ Other (specify)
11. File is Used			12, File-Become	s Inactive After	
			ľ		
■ Dally □ Weekly. □ Monthly, □ Annua	ty	i	- 6	0 %	Nonth(s) in Year(s)
		1	Number		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
SSCT Office				_	
			□' Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements ·	
☐ Yes ■ No			□ None	■ State	■ Federal □ Independent
_					·
	1				
17. Is an Index System used? If yes, explain briefly and describe req	irements		18. Recommend	ed Retention	
□ Yes ■ No	i		Retain ha	rd copy	for six (6) years from the end of
					e file was closed then destroy.
				,	
			I		
19. Name and Title of Preparer		20. Telephone Numb	per	21. Date	į
Scott Mesneak		410-99	6-5205		9/10/2010
IT & Records Retention Director					
	1	I		1	

4. Record Series Title National Family Caregiver 8. Record Series Description (Briefly describe the types of information/	ocuments/forms found in the series. Include the purpose or function			t for refere 5. Earliest Y. 200	·			
File includes: Client Intake, Documentation of Need for Respite Services, Grandparent Program Application, Request for Payment, DHMH Adult Evaluation and Review Services, Use of Grant, Client Contact, Contact, Registration Form/Grandparent Program Application, Fiscal and Statistical Data/Elderly, and Fiscal and Statistical Data/Grandparent Caregivers Forms.								
7. Record Series Format(s) List all Letter Size	aliy	a Alphabetical Numerical Chronological Geographical Other (specify Keyword	12. File Become 3 Number	s Duplicated El	Displayer(s) Displayer(s) Displayer(s) Displayer Tape(s) Displayer			
□ Yes ■ No 17. Is an Index System used? If yes, explain briefly and describe re □ Yes ■ No 18. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	quirements	20: Telephône Numl 410-9 9	18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy. 21. Date 9/10/2010					

Instructions -Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	ICES:	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			'5	PAGE1OF1		
	Jessup, Maryland 20794				<u> </u>		
Department/Agency	2. Division	410-79	9-1930.		3. Unit		
Senior Services and Community Transit				•			
DEFINITION DECORD OFFICE A							
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records	normally filed as	nd used as a uni		nce as well as retention and disposition purposes. Par/Latest Year		
Ombudsman and Caregiver: Client Records				2003	3 _{to} 2009		
6. Record Series Description (Briefly describe the types of Information/decuments/forms found in the series. Include the purpose or function of the series.) A folder is created for each nursing home/assisted living home resident who consents to file a complaint because their resident rights have been allegedly violated. The folder contains case notes, pictures if necessary, and other documents created by the investigation. Each case information is input into the Ombudsmanager (web based) computer system. Other paper records are copies of annual MDoA monitoring visits, nursing home surveys, NORS reports, quarterly management meeting notes.							
7. Record Series Format(s) List all		8. Record Series Se	quence.	9: Votume			
					□ File Drawer(s)		
■ Letter Size ⊔ Mcrofilm		u Älphabetical			□ Microfilm Reel(s)		
□ Legal Size □ Computer Tape		Numerical		Number	© Computer Tape(s)		
				TTUTTE!	Other (specify)		
□ Audlo Tape □ Floppy Disk	i	 Chronological 					
🗆 Bouñid Book 💢 Vídeo Tape.	 Geographical 			10: Annual A	ccumulation D File Drawer(s)		
a Other (specify)	Other (specify)		·				
		Keyword	Lookup		☐ Microfilm Reel(s)		
				Number	□ Computer Tape(s)		
		L			□ Other (specify)		
11. File is Used			12. File Become	s Inactive After			
■ Dally, □ Weekly, □ Monthly, □ Annual	ý		7 Number	_ 0 N	fonth(s) Year(s)		
•			1107.201				
13. Current Location(s) (Bldg., Floor, Room)	1		14 la Bassad Caria	- Durlinger City			
SSCT Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
			. ⊓ Yes	9	No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		1β. Audit Regulri	ements			
⊡ Yes ■ No							
			D None	■ State	■ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	kamaida		18. Recommend	and Determine			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	rements 		į.		for seven (7) years from the end		
□ Yes ■ Ņo					the file was closed then destroy.		
				,			
4000	1						
19. Name and Title of Preparer		20. Telephone Numb		21. Date			
Scott Mesneak		410-99	6-5205		9/10/2010		
IT & Records Retention Director							

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			ON	AGENCY RECORDS INVENTORY PAGE 1 OF 1
Department/Agency Senior Services and Community Transit	410-789-1930 ·2. Division				3. Unit
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Preventive Health - Medication management, education, fitness: Service Records 6. Record Series Description (Briefly describe the types of Information/door Written summaries of Nutrition Counseling se sessions are entered in AIM.	nutrition,	, counseling, n	utrition	5. Earliest Ye 2005	ear/Latest Year 5 to 2010 es.)
7. Record Series Format(s) List all ■ Letter Size □ Microfilm		Record Series Sequence Älphabettcal		9. Valume	■ File.Drawer(s) □ Microfilm Reel(s)
□ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tapé,	□ Numerical □ Chronological □ Geographical □ Other (specify)			to Computer Tape(s) Number 1 Other (specify)	
D Other (specify)				10. Annual A	□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ 'Other (specify)
11. File is Used □ Daily .□ Weekly □ Monthly ■ Annually	y 		12. File-Becames 4 Number	s Inactive After	/lonth(s) a Yéar(s)
13. Current Location(s) (Bldg., Floor, Room) Community Services Supervisor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) AIM No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No			16. AUdit Requirements ■ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	Re		Retain hard copy for four (4) years from the end of the fiscal year the file was closed then destroy.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone, Numb	•	21. Date 9/10/2010	

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275), Maryland 20794 10) 799-1930	Page 1 of 1						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Cecil County Government	Senior Service	s and Community Transit.							
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes									
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR									
Support Services - Retired & Senior Necords									
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify the u	use/s of information generated by system						
Paper		Electronic Document	- IBM Content Manager						
8 ELECTRONIC RECORD SERIES DESC			/documents/forms ourpose and function of the system.						
Grant funds management through quarterly and annual financial reports. Grant program reporting requirements thought the annual programming for impact report, monthly individual volunteer time records, monthly volunteer service record reports and annual volunteer service record reports.									
9 POLICY ON ACCESS AND USE - EXP	olain or attach copy	if established in writing.							
Administration, Department Heads, with the "need to know" will have (r			cess. Managers and employees						
10 UPDATING CYCLES OR CONDITION	S AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM						
Updates are not allowed on the original replaced.	ginal document;	if updates are needed	, the document needs to be						
11 SPECIFY THE LOCATION AND MEDI	A OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to						
ensure the record's retention and usab		record's authorized life cyc	cie.						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.									
12. RECOMMENDED RETENTION	<u>.</u>								
Retain hard copy until scanned and image ventied then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed then destroy.									
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
Scott Mesneak	410)-996-5205	9/10/2010						
16 TITLE OF PREPARER	•								
IT & Records Retention	n Director								
DGS 550-6	·								

Instructions -Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	RAL SERVICES AGENCY RECORDS INVE		
each new or revised record series. Forward	RE	CORDS MANAC	SEMENT DIVISI	ON		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			5	PAGE 1 OF 1	
·	Jessup, Maryland 20794 410-788-1830					
1. Department/Agency	·2. Division	41010	0 1000	. =:	3. Unit	
Senior Services and Community Transit						
DEFINITION - RECORD SERIES: A group of relati	ad records	normally filed as	nd used as a uni	t for refere	nce as well as retention and disposition purposes	
4. Record Series Title	ed records normally filed and used as a unit for reference as well as retention and disposition purp 6. Earllest Year/Latest Year					
SALGHS: Electronic Records				2002	2 to 2009	
6. Record Series Description (Briefly describe the types of information/do	uments/forms f	nund in the series. Incl	ude the number or fund	tion of the sede	(c)	
Records include quarterly monitoring reports	of the par	ticipating assi	sted living hom	nes origin	al and redetermination client award letters for	
approval in SALGHS. Also encrypted compre surveys will be imputed into the ASPEN com	hensive a outer syst	issessments u em once it is a	sed for eligibil activated by Ol	ity. Data f ⊣CQ	rom quarterly monitoring reports and OHCQ	
			.ouvalou by o	104		
7. Record Series Format(s) List all		8. Record Series Ser	quence	9: Volume	□ File.Drawer(s)	
m Letter Slze ⊔ Mcrofilm		□ Álphabetical			□ Microfilm Reel(s)	
□ Legal Size □ Computer Tape		D Numerical		Number	Computer Tape(s)	
□ Audio Tape □ Floppy Disk		□ Chronological			Other (specify)	
D Bound Book D Video Tape						
				10. Annual A	ccumulation ☐ File Drawer(s)	
Other (specify)	Other (specify)			☐ Microfilm Reel(s)		
		Keyword	LOOKUP,	Computer Tape(s)		
				Number		
11. File is Used			43 Sile December	s Inactive After	□ Other (specify)	
_			12. File Becomes	s inactive After		
■ Dali <u>y □ Weekly □ Monthly, □ Annuali</u>	y		Number	_ 0 N	fonth(s) 🐞 Yéar(s)	
		•				
13. Current Location(s) (Bldg., Floor, Room)		<u> </u>	14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
SSCT Office			□· Yes: ■ No			
			L 103	-	,,,,	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements		
☐ Yes ■ No			□ None ■ State □ Federal □ Independent			
	1					
17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recommend	ed Retention		
□ .Yes ■ No			Retain hard	d copy u	ıntil scanned and image verified then	
1			destroy hai	rd copy.	Retain imaged copy for five (5)	
]		years from then destro		of the fiscal year the file was closed	
	<u>i</u>		Literi destro	у. ————		
19. Name and Title of Préparer		20. Telephone Numb	oer.	21. Date		
Scott Mesneak		410-99	6-5205		9/10/2010	
IT & Records Retention Director						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY					
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 273 , Maryland, 20794 10) 799-1930	Page 1 of 1					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Cecil County Government	Senior Service	s and Community Transit.						
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes								
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR								
Senior Activities/Events			2006 _{TO} 2010					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system					
Paper		Eléctronic Document	- IBM Content Manager					
8 ELECTRONIC RECORD SERIES DESC	TRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.							
File includes: Trip Deposit, Trip Breakdown, Swim Deposit, Activity Sign-Up, Client Intake, In-House Incident Report, and Senior Trip Sheet forms and records.								
9 POLICY ON ACCESS AND USE - Exp	ain or attach copy	if established in writing.						
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.								
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
Updates are not allowed on the orig replaced.	inal document;	if updates are needed	, the document needs to be					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil								
ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.								
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then des	troy hard copy. Retain im	aged copy for three (3) years from th	e end of the fiscal year the file was closed then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Scott Mesneak	410)-996-5205	9/10/2010					
16 TITLE OF PREPARER								
IT & Records Retention	Director							
DGS 550-6								

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of related A Record Series Title Senior Assisted Living Group Home Subsidy				ON '5 t for refere	AGENCY RECORDS INVENTORY PAGE 1 OF 1 3. Unit nce as well as retention and disposition purposes. ear/Latest Year 2 to 2010	
6. Record Series Description (Briefly describe the types of information/decuments/forms found in the series. Include the purpose or function of the series.) File includes: DHMH 767-Plan of Correction, DHMH Resident/Staff Matrix for Deficiency Report, Consent, Client Intake, Award Letter (with Section 8), Monthly Payment Request, Water & Sewer Evaluation Request, Waiting List, SALGHS Quarterly Report, DHMH 767, AERS Report, Re-enrollment of Provider Letter, SALGHS Formula, Award Letter, Memo to Program Manager, Re-Determination Letter, SALGHS Client Application, Expenditures, Providers Services Agreement, Quarterly Receipt Data, OHCQ Survey Sign-off, OHCQ Memo for Program Manager, Survey Report, SALGHS Provider Enrollment, and SALGHS Formula (section 8) forms.						
7. Record Series Format(s) List all Letter Size	3		9. Volume File Drawer(s) Microfilm Reel(s)			
SSCT Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Pes No 17. Is an Index System used? If yes, explain briefly and describe required. Pes No	j. itements		18. Audit Require 18. Recommend Retain hard destroy ha	ements State State d copy urd copy the end	Intil scanned and image verified then Retain imaged copy for three (3) I of the fiscal year the file was closed	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephórie Numi 410-99		21. Date	9/10/2010	

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 1 OF 1		
	•	nyland 20794 199-1930				
1. Department/Agency	2. Division	33-1330.		3. Unit		
Senior Services and Community Transit						
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	and used as a uni	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Ye	5. Earliest Year/Latest Year		
Senior Care: Electronic Records			1993	1993 ₁₀ 2009		
8. Recard Series Description (Briefly describe the types of information/doc				•		
Most of the information in the client records is then moved to the closed case file waiting for	s generated from electr	onic forms. This	s informat	tion remains in a file while clients open and		
return to the program. Those client records re			liave be	en closed there are times they recover and		
7. Record Series Format(s) List all	8. Record Series S	equence	9. Volume			
				□ File Drawer(s)		
■ Letter Size '⊔ Microfilm	□ Aiphabetical			□ Microfilm Reel(s)		
, ,				Computer Tape(s)		
□ Legal Size □ Computer Tape	□ Numerical		Number	a Other (specify)		
□ Audlo Tape □ Floppy Disk	□ Chronologic	al				
□ Bound Book □ Video Tapė.	D Geographica	al .	10. Annual A	Accumulation □ File Drawer(s)		
□ Other (specify)	Other (speci	fy)				
	Keywor	d Lookup		□ Microfilm Reel(s)		
				□ 'Other (specify)		
11. File is Used			s Inactive After			
□ Dally □ Weekly □ Monthly, ■ Annual	y I	Indefinite Number	u wonth(s) u. rear(s)			
13. Current Location(s) (Bldg., Floor, Room)	1	14. Is Record Series	s Duplicated Elf	sewhere? (If yes, specify agency or office.)		
SSCT Office		n: Yes		No		
			-			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	Requirements			
□ Yes ■ No		□ None	■ State	ci Federal 🛘 Independent		
Ţ						
17. Is an Index System used?:If yes, explain briefly and describe requ	Jirements	18. Recommend	ed Retention			
□ Yes ■ No	; 			(3) years after client is deceased		
		then destr	oy.			
	<u> </u>	<u> </u>				
19. Name and Title of Preparer	20: Telephone Nur		21. Date	0(40/2040		
Scott Mesneak IT & Records Retention Director	410-9	96-5205		9/10/2010		

							
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			/ICES: AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275						
, marriage and residuals (Bed ess),	Jessup, Maryland 20794			•	PAGE 1 OF 1		
		410-79	=				
1. Department/Agency	2. Division	· .			3. Unit		
Senior Services and Community Transit							
DEFINITION - RECORD SERIES: A group of relat	ed records	normally filed a	nd used as a uni				
4. Record Series Title					ear/Latest Year		
Senior Care Program				2003 _{to} 2010			
6. Bosard Saring Consciption (Blash, describe the piace of life mobile (de	aumante/forme t	aviad in the seising. Inia	ida 154 auraa a a 6 m	alan af the and			
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) File includes: Senior Care Services Form (700B), Senior Care Direct Services (DSS Users), Senior Care Statistical Report. Senior Care Pre-Monitoring Form, Voter Registration, Senior Care Waiting List. Senior Care Services Application. Senior Care Plan of Care, Senior Care Ranking Scale, Senior Care Loan Consent Form, Senior Care Name List, Senior Care Monthly Spreadsheet, Senior Care Openings, Closings, Transfers, Senior Care Information Release Form. Senior Care Waiting List, Senior, Care Review of Appeal, Senior Care Monthly Expenditures Work Book, Senior Care Reviewing Eligibility Decision, Senior Care No Contact Letter, Senior Care Client Intake Form, Senior Care Authorization for Services, Senior Care Review Letter, Senior Care Eligibility Letter, Senior Care AERS Assessment Letter, Senior Care Client Profile, Senior Care, Consent Form, Senior Care Ineligible Right to Appeal Letter, Senior Care Case Management No Longer Needed Letter, and Senior Request for a Meeting of Appeal forms and letters.							
7. Record Series Format(s) List all		8. Record Series Se	quence.	9. Valume			
					□ File Drawer(s)		
■ Letter Size 'D Mcrofilm		□ Àlphabetical			□ Microfilm Reel(s)		
- concerning		Li Alphadedeal			□ Computer Tape(s)		
□ Legal Size □ Computer Tape	□ Numerical			Number	□ Other (specify)		
□ Audio Tape □ Floppy Disk	 Chronological 				3 3.10. (spaces)		
🛮 Bound Book 🔻 Video Tapè	d Geographical			10. Annual A	Accumulation		
🛘 Other (specify)		Other (specify	ó		□ File Drawer(s)		
	Keyword Look		Lookup		a: Microfilm Reel(s)		
			•		□ Computer Tape(s)		
				Number	□ Other (specify)		
				L			
11. File is Used			12. File Become	s Inactive After			
■ Daliy_ □ Weekly. □ Monthly, □ Annual	ly		Number	0 1	Month(s) ■ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Berned Serie	s Dunlicated Et	Isewhere? (If yes, specify agency or office.)		
SSCT Office			□ Yes		No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Requir	ements			
. Yes ■ No					□ Federal □ Independént		
.				- C.C.C	a recent.		
17. Is an Index System used? If yes, explain briefly and describe requ	irements.		.18. Recommend	led Retention			
□ Yes ■ No	liencis		Retain hard	d copy ord copy the end	until scanned and image verified then . Retain imaged copy for three (3) d of the fiscal year the file was closed		
19. Name and Title of Preparer		28: Telephone Numi	ber:	21. Date			
Scott Mesneak		·			9/10/2010		
IT & Records Retention Director		410-99	6-5205 9/10/2010		9/10/2010		

Instructions –Type or Print a separate form for	DEP	ARTMENT OF (GENERAL SERV	/ICFS	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward						
with Records Retention Schedule (DGS 550-1)	1	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275				
WITH Decords Detailing Octobring (DOC 200-1)	· '		•	75	PAGE	
		Jessup, Maryland 20794 410-799-1930				
Department/Agency	2. Division				-3. Unit	
Senior Services and Community Transit						
DEFINITION - RECORD SERIES: A group of re	lated records	normally filed a	nd used as a un		nce as well as retention and disposition purposes.	
4. Record Series Title	- Fanno Co		Sirant Danasia		ear/Latest Year	
Senior Care, SALGS, and Healthy Lifestyle	} Fithess Ce	inter(HLFC); C	lient Records	1993	3 _{to} 2003.	
6. Record Series Description (Briefly describe the types of information A files is created for each client (65 years)						
and redetermination), plans of care, vendo	or older) ura r letters, inc	T Includes case	e notes, compi ent recommen	renensive dation of	e assessments, program registrations (initial	
supporting documents/information to ensur	re the vulner	rable senior to	remain in the	communi	ity who are at risk of entering a nursing home.	
Eligibility is redetermined semi-annually.			•		3	
7. Record Series Format(s) List all		8. Record Series Se	quence	9. Volume		
					File Drawer(s)	
					□ Microfilm Reel(s)	
■ Letter Size		☐ Alphabetical				
🗅 Legal Size 💢 Computer Tape		□ Numerical		Number	□ Computer Tape(s)	
					Other (specify)	
□ Audio Tape □ Floppy Disk		□ Chronological	ľ			
🗆 Bound Book 🗈 Video Tape		☐ Geographical		10. Annual A	Accumulation	
Other (specify)		Other (specify	А		□ File Drawer(s)	
		Keyword Lookup			□ Microfilm Reel(s)	
		raywo.u	LOOKUP			
				Number	□ Computer Tape(s)	
					Other (specify)	
11. File is Used			12. File Become	s Inactive After		
□ Daily □ Weekly ■ Monthly □ Anr	un all		3	_ N	Month(s) Year(s)	
	1001-7		Number Tear(s).			
Committee (c) (Class Floor Comm)						
13. Current Location(s) (Bldg., Floor, Room) SSCT Office			14. Is Record Sene	s Duplicated El	sewhere? (If yes, specify agency or office.)	
3301 Office			□: Yes	8	No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements		
□ Yes ■ No			· D · None	■ State	□ Federal D Independent	
B 100			LI NUIC	■ State	O'Federal O moependent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. :Recommend	ed Retention		
□. Yes ■ No			Retain har	d copy u	until scanned and image verified then	
					. Retain imaged copy for three (3)	
			years from	the end	of the fiscal year the file was closed	
			then destro		-	
19. Name and Title of Préparer		20. Telephone Numb	per	21. Date		
Scott Mesneak		410-99	6-5205		9/10/2010	
IT & Records Retention Director	,					
					· ·	

Instructions -Type or Print a separate form for	DEDA	ARTMENT OF G	ENERAL SERV	AGENCY RECORDS INVENTO	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			5	PAGE 1 OF 1
	Jessup, Maryland 20794				PAGE OF
Department/Agency	2. Division	410-79	9-1930		3. Unit
Senior Services and Community Transit					
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	d records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.
Senior Center and Fitness Center Incident Re	ports			2001 to 2010	
6. Record Series Description (Briefly describe the types of information/decu Incident reports from the Elkton Center, Perry			• •		•
involving senior center members. Reports are	stored in	n Director's file	, Community S	Services S	Supervisor file and sent to Risk Management.
7. Record Series Format(s) List all		B. Record Series Se	quence.	9:.Volume	
					□ File Drawer(s)
		_ 1,, , , , ,			Microfilm Reel(s)
■ Letter Size '□ Microfilm		□ Alphabetical			Computer Tape(s)
□ Legal Size □ Computer Tape		□ Numerical		Number	Other (specify)
🛚 Audio Tape 🔻 Floppy Disk		 Chronological 			, , , , , , , , , , , , , , , , , , ,
🗆 Bound Book 🗈 Video Tapè		□ Geographical		10: Annual À	ccumulation
□ Other (specify)	Other (specify))		□ File Drawer(s)
		Keyword	Lookup		Microfilm Reel(s)
					Computer Tape(s)
				Number	Other (specify)
11. File is Used	,		12. File Become:	s Inactive After	
□ Daily □ Weekly. □ Monthly ■ Annually	ı		3	_ D N	Month(s)' 🔳 Year(s)
, i			Number		· · ·
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)
SSCT Director, C.S.S.			п, Yes		Ņο
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
□ Yes ■ No			■ None	□ State	ti Federal to Independent
Is an Index System used? If yes, explain briefly and describe requi	rements		:18. Recommend	ed Retention	
□ Yes ■ No			Retain har	d copy u	until scanned and image verified then
					Retain imaged copy for three (3)
			years from then destro		of the fiscal year the file was closed
1	1	·	นายา นยรแ	/y ·	
19. Name and Title of Preparer		20: Telephone Numl	oer	21. Date	
Scott Mesneak		410-99	6-5205		9/10/2010
IT & Records Retention Director					

Instructions -Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			5	PAGE 1 OF 1
	Jessup, Maryland 20794 410-799-1930				07
Department/Agency	·2. Division	410-79	à-1830		3. Unit
Senior Services and Community Transit					
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes.
4. Record Series Title Senior Farmer's Market Program					ear/Latest Year
Comort amera warker rogram				2006	5 to 2010
6. Record Series Description (Briefly describe the types of information/doc					<i>'</i>
File includes: Senior Farmer's Market Nutrition Senior Farmer's Market Nutrition Program Ap Market Nutrition Program Proxy Designation f	plication,				
7. Record Series Format(s) List all		8. Record Series Ser	quence	9; Volume	
	Ì		1		□ File.Drawer(s)
■ Letter Size ⊔ Mcrofilm		🗆 Àlphabet cal			□ Microfilm Reel(s)
□ Legal Size □ Computer Tape		□ Numerical		Number	□ Computer Tage(s)
, in its				Other (specify)	
	a Chronological				
🗆 Bound Book 🔻 Video Tape .		Geographical		10. Annual Ä	ccumulation □ File Drawer(s)
D Other (specify)	Other (specify)		ò		
		Keyword	Lookup	□ Microfilm Reel(s)	
				Number	© Computer Tape(s)
					Other (specify)
11. File Is Used			2	s Inactive After	
□ Dally, □ Weekly. ■ Monthly, □ Annuall	Í		3 Number	_ 0 N	/lonth(s) 💼 Year(s)
			1.4.7261		
13. Current Location(s) (Bldg., Floor, Room)		:	14 to Decord Corio	- Bunkasad Fl	16
13. Current Location(s) (Bldg., Floor, Room) SSCT Office					sewhere? (If yes, specify agency or office;)
			□ Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements	
□ Yes ■ No			■ None	□ State	□ Federal □ Independent
□ res ■ NU		·	• route	LI STATE	o recera o incependent
17. Is an Index System used? If yes, explain briefly and describe requ	Irements		.19. Recommend	ed Retention	
□ Yes ■ No			Retain har	d copy ι	until scanned and image verified then
					Retain imaged copy for three (3)
	ı		years from then destro		of the fiscal year the file was closed
		<u> </u>	aron desire	· y ·	
19. Name and Title of Preparer		20. Telephone Numb	ber	21. Date	
Scott Mesneak IT & Records Retention Director		410-99	6-5205		9/10/2010
11 & Recolds Retention Director					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Senior Information and Assistance Program a 6. Record Series Description (Briefly describe the types of Information/doc File includes Daily Service Reporting Log, Se Form, and Resource Report Form	and Health Insurance Program 2 comments/forms found in the series. Include the purpose or function of the			t for refere 5. Earliest You 2003	aar/Lalest year Bto
7. Record Series Format(s) List all Letter Slize	y	a Alphabetical b Numerical c Chronological d Geographical Mother (specify Keyword)	Lookup: 12. File Become: 3. Number		□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Councilation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Other (specify)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe required.	Irements		16. Audit Require None 18. Recommend	□ State	□ Federal □ Independent
□ Yeş B No	Retain har destroy ha years from		destroy ha	rd copy. the end	Intil scanned and image verified then Retain imaged copy for three (3) I of the fiscal year the file was closed
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone Numb		21. Date	9/10/2010

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION IOO ROAD, P.O. Box 275	ELECTRONIC RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessuj	o, Maryland 20794 110) 799-1930	Page 1 of 1						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Cecil County Government	Senior Service	es and Community Transit.							
DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes									
4 ELECTRONIC RECORD SERIES TITE	LECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YE								
Senior Nutrition Program									
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify the u	use/s of information generated by system						
Paper		Electronic Document	- IBM Content Manager						
8 ELECTRONIC RECORD SERIES DES			n/documents/forms purpose and function of the system.						
File includes: Home Delivered Meal Survey, Incident Report, Registration Form, Home Delivered Meal Deposit Form, Congregate Meal Refund Slip, Congregate Meal Deposit Form, Site Evaluation, Congregate and Home Delivered Meal Count, Request for Funds, Home Delivered Meal Termination Letter, Commodity Cash Reimbursement (NSIP), Dietician Billing, Services Report, Personal Services Report, and Mileage reports and forms.									
9 POLICY ON ACCESS AND USE - E	xplain or attach copy	if established in writing.							
Administration, Department Head with the "need to know" will have			cess. Managers and employees						
10 UPDATING CYCLES OR CONDITIO	NS AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM						
Updates are not allowed on the or replaced.	iginal document;	if updates are needed	, the document needs to be						
11 SPECIFY THE LOCATION AND MED ensure the record's retention and usa	DIA OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to						
Cecil County Government Admini		,							
Record is available until the dispo	sal date, and the	n record is purged.							
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then or	destroy hard copy. Retain in	aged copy for three (3) years from th	e end of the fiscal year the file was closed then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
Scott Mesneak	410	0-996-5205	9/10/2010						
16 TITLE OF PREPARER	1								
IT & Records Retention	on Director								
DGS 550-6									

Instructions –Type or Print a separate form for	DEP/	ARTMENT OF G	ENERAL SERV	ICES:	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275					
with Records Retention Schedule (DGS 550-1)	'	2/5 Waterloo Ro Jessup, Man		5	PAGE1 OF1	
Department/Agency	·2. Division	410-79	=		3. Unit	
Senior Services and Community Transit	2. 500.000				3. Crit	
DEFINITION - RECORD SERIES: A group of relate	ad records	nomelly filed a	ad used as a lini	t for refere	and disposition purposes	
4. Record Series Title	30 IBCOIDS	Homeny med at	IO USBU as a um	6. Earliest Year/Latest Year		
Support Services - Legal Assistance				2003 _{to} 2009		
Record Series Description (Briefly describe the types of Information/doc					· I	
Records are kept by Legal Aid Bureau Inc ex	cept quan	terly reports. A	nnual contract	t is scann	red into the computer.	
7. Record Series Format(s) List all		8. Record Series Sec	quence.	9. Volume	D File.Drawer(s)	
					Microfilm Reel(s)	
■ Letter Size ⊔ Mcrofilm		ti Alphabetical			Computer Tape(s)	
□ Legal Size □ Computer Tape		□ Numerical		Number	Computer Tape(s) Other (specify)	
□ Audio Tape □ Floppy Disk		□ Chronological			U Omer (speciny)	
o Bound Book 🕒 Vldeo Tape		□ Geographical		10: Annual À		
D Other (specify)		Other (specify)			File Drawer(s)	
		Keyword	Lookup:		Microfilm Reel(s)	
				Number	Computer Tape(s)	
11. File is Used		<u> </u>	12, File Become:	s Inactive After	□ Other (specify)	
□ Daily, □ Weekly. ■ Monthly, □ Annua	łv.		. 3		Month(s) Tear(s)	
	, I		Number			
		1				
13. Current Location(s) (Bldg., Floor, Room) SSCT Office					sewhere? (If yes, specify agency or office.)	
			□ Yes		No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		•	16. Audit Require	ements		
□·Yes ■ Na			□ None	■ State	🗆 Federal 😊 Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	ilrements		.16. Recommend			
□ .Yes ■ No					until scanned and image verified then Retain imaged copy for three (3)	
	!		years from	the end	d of the fiscal year the file was closed	
			then destro			
19. Name, and Title of Preparer		20. Telephone Numb	oer.	21. Date		
Scott Mesneak IT & Records Retention Director		410-996	6-5205		9/10/2010	
II a Newlas Newman Director						
		1		ĺ	İ	

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			ICES:	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS			ON		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			5	PAGE 1 OF 1	
	Jessup, Maryland 20794 410-799-1930				_ 	
1. Department/Agency	2. Division	410-79	3-1830		3. Unit	
Senior Services and Community Transit						
DEFINITION - RECORD SERIES: A group of relate	ad records	nomally filed as	nd used es a uni	t for rofero	noo as wall as retention and disposition as who	
4. Record Series Title		monitally liled at	id daed as a dri		ear/Latest Year	
Support Services - Long Time Care Supervis	or			2003 _{to} 2010		
6. Record Series Description (Briefly describe the types of Information/do	uments/forms f	ound in the series. Incl	ude the purpose or fund	tion of the serie	rs.)	
Program Information, Pre-monitoring reports,	monitorin	ng resources,	statistical repo	rts, sprea	d sheets for senior care +SALGHS clients	
and providers, client waiting lists for senior ca guardianship, medicaid waiver, ombudsman,						
guardianship, medicald waiver, ombugshan,	ONEGLIO	, semor care,	OFICA, OFIIF,	SIVIFI, IVIF	r and wirray	
7. Record Series Format(s) List all		8. Record Series Se	quençe.	9: Volume	□ File Drawer(s)	
■ Letter Slze ⊔ Microfilm		□ Alphabetical			□ Microfilm Reel(s)	
□ Legal Size □ Computer Tape		Numerical		Number	□ Computer Tape(s)	
□ Audio Tape □ Floppy Disk		☐ Chronological			Öther (specify)	
	u Chronologicai			-		
o Gound Book o Video Tapè,		☐ Geographical		10. Annual A	ccumulation File Drawer(s)	
□ Other (specify)	Other (specify)				ப் Microfilm Reel(s)	
		Keyword	Lookup,			
				Number	o_ Computer Tape(s)	
					Other (specify)	
11, File is Used				s Inactive After		
■ Dally □ Weekly □ Monthly □ Annual	y		Indefinite Number	ly o	fonth(s) D. Year(s)	
13. Current Location(s) (Bidg., Floor, Room).			14 Is Becord Sorie	- Dunllested Ele	roubina? (If you provide agong or office)	
SSCT Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
			□`Yes		No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Require	ements	·	
□ Yes ■.No					■ Federal □ Independent	
_	 		1 13.10		a regeral	
17. Is an Index System used? If yes, explain briefly and describe requ	j.		.18. Recommend	- d D - t - s t - s		
,,,,,	lifements				until scanned and image verified	
□ Yes ■ No	ĺ				d copy. Retain image until client	
	İ			•	then destroy.	
					-	
19. Name and Title of Preparer		20. Telephone Númi	oer.	21. Date		
Scott Mesneak		410-99	6-5205		9/10/2010	
IT & Records Retention Director						

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Senior Services and Community Transit DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Support Services - Transportation	5. Earti			t for reference 5. Earliest Ye 2009	par/Latest Year D to 2010	
Client registration for C.T. Cruiser	onen significant	one in the series. Hich	are the pulpose of folia	and of the serie	·s-y	
7. Record Series Format(s) List all Letter Size		8. Record Series) Lookup	8. Volume Number 10. Aาะเบลโล้	Diffe Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Counulation Diffie Drawer(s) Microfilm Reel(s) Computer Tape(s) Cher (specify)	
■ Daily □ Weekly. □ Monthly □ Annual □ Innual □	y		3 Number	à N	fonth(s) Year(s) Sewhere? (If yes, specify agency or office.)	
SSCT Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requirements of the second se	quirements		18. Audit Requirements 18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from the end of the fiscal year the file was closed			
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20: Telephone Numb	then destro			

INSTRUCTIONS – Type or print a separate form for each newfrevised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION IOO ROAD, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessur	o, Maryland 20794 10) 799-1930	Page 1 of 1		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Senior Service	s and Community Transit			
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Transportation					
6 INPUT - Identify source of information	n to be entered	7 OUTPUT - Identify the t	use/s of information generated by system		
Paper		Electronic Document - IBM Content Manager			
8 ELECTRONIC RECORD SERIES DE	SCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.				
File includes: Operating statistics, MTA Form 2A-Service Performance Summary, Vehicle and Equipment Discrepancy and Maintenance Report, Vehicle Repair Request, Volunteer Transportation Request, Driver logs, and Client Registration forms.					
9 POLICY ON ACCESS AND USE - E	xplain or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from the end of the fiscal year the file was closed then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	0-996-5205	9/10/2010		
16 TITLE OF PREPARER	1				
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION IOO ROAD, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessur	o, Maryland 20794 10) 799-1930	Page 1 of 1		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Senior Service	es and Community Transit.			
DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TIT	LE		5 EARLIEST YEAR/LATEST YEAR		
Volunteer Program					
6 INPUT - Identify source of information	to be entered 7 OUTPUT - Identify the use/s of information generated by system				
Paper	Electronic Document - IBM Content Manager				
8 ELECTRONIC RECORD SERIES DE	SCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.				
File includes: Volunteer Time Logs, Retired and Senior Volunteer Sign In, Retired and Senior Volunteer Application, Consent to Release Phone Number, Telephone Reassurance Call Log, Friendly Visitor Program Contract, Photo Release Form Adult, Photo Release Form Minor, and Mileage Reports and forms.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DAȚE		
Scott Mesneak	410	0-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

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